

OFFICE OF THE MAYOR  
CITY AND COUNTY OF HONOLULU

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KIRK CALDWELL  
MAYOR

ROY K. AMEMIYA, JR.  
MANAGING DIRECTOR

GEORGETTE T. DEEMER  
DEPUTY MANAGING DIRECTOR

January 8, 2018

The Honorable Ron Menor  
Chair and Presiding Officer  
and Members  
Honolulu City Council  
530 South King Street, Room 202  
Honolulu, Hawaii 96813

RECEIVED  
CITY CLERK  
C & C OF HONOLULU  
2018 JAN 11 AM 8:49

Dear Chair Menor and Councilmembers:

Pursuant to Section 367-4, Hawaii Revised Statutes, I hereby appoint Ms. Beverly Munson as a member of the Honolulu Committee on the Status of Women. Ms. Munson will serve for a term to expire on January 2, 2020.

For any general inquiries you may have regarding this appointment, please contact my special assistant, Nelisa Asato, at 768-4292.

Sincerely,

A handwritten signature in black ink, appearing to read "Kirk Caldwell", is written over a horizontal line.

Kirk Caldwell  
Mayor

cc: Ms. Beverly Munson  
Department of Community Services  
Honolulu Committee on the Status of Women  
State of Hawaii Commission on the Status of Women  
Ethics Commission

## **Beverly M. Munson, SPHR**

Beverly M. Munson (Bev) is a seasoned Human Resources Executive (retired) whose career spanned many industries including Banking, Software, Internet, Healthcare, Manufacturing and Telecommunications in Senior Executive positions.

Her last position before retirement was with Hawaiian Telcom as part of the Human Resources Transition Team after Verizon's sale of the company to the Carlyle Group. At Hawaiian Telcom she was responsible for moving the Staffing, Benefits, Leave Management and HR Service Center functions from Verizon's Mainland Headquarters back to Honolulu.

In her career Bev represented both employers and employees on matters pertaining to workplace discrimination, equal opportunity, and harassment. Her work included conducting independent investigations, litigation consulting, and expert witness testimony in Court and EEOC proceedings. She also worked with employers helping to develop and write policies on various workplace matters to meet emerging needs or legal compliance.

In 1991 Bev founded Human Resources Contracting Services (HRCS) which later became M&M HR Contracting Services. As a consultant she worked with private and public sector employers in both unionized and non-union environments.

She is experienced in all aspects of the Human Resources function including staffing, recruitment, labor relations, legal compliance, training and staff development, and directing the daily activities of HR departments. She also has thirty-plus years' experience designing, developing and delivering college courses and corporate training programs on a wide-range of topics including general management skills, human resources technical topics and employment law.

Bev and her husband Lee co-developed the Human Resources Certificate and Degree Programs at Santa Rosa Jr. College in California where she was an Adjunct Instructor for 32 years.

In retirement Bev has become actively involved with various organizations including the Philanthropic Education Organization (P.E.O.) and American Association of University Women (AAUW) where she has served in leadership and committee roles. While living in California Bev served on the Board of Directors for Catholic Charities in Sonoma County. Bev's volunteer work has centered on Equal Rights and Social Justice Initiatives, especially as applied to matters affecting women and girls.

Since moving from California in 2004, Bev has made Hawaii her full-time, permanent home.

Bev holds a Bachelor's Degree from Fresno State University and a Master's Degree from San Francisco State University. She also has been certified as a Senior Professional in Human Resources (SPHR)

CITY AND COUNTY OF HONOLULU  
MAYOR APPOINTMENT / BOARD OR COMMISSION MEMBER  
NOMINATION FORM

1. Position Nominated to: Committee on the Status of Women
2. Name: Beverly Mae Chance Munson  
(First) (Middle) (Last)
3. Are you a citizen of the United States? Yes ☒ No ☐  
Are you a resident of the City and County of Honolulu? Yes ☒ No ☐  
If yes, how long 13 year  
Are you a registered voter in the City and County of Honolulu? Yes ☒ No ☐
4. Political affiliation (Civil Service Commission and Liquor Commission nominees only) N/A
5. Occupation: Retired Human Resources Executive
6. Name and address of employer or firm:  
N/A -- retired
7. Does your employer do any business with the City and County of Honolulu?  
Yes ☐ No ☒ If yes, state the nature of business and approximate dollar amount in the last five years:
8. Do you or does any member of your immediate family hold office or own stock in any firm?  
Yes ☐ No ☒
9. Does the firm do business with the City and County of Honolulu? Yes ☐ No ☒  
If yes, provide details including the name(s) of the firm:
10. Do you have any part-time employment, professional activity, or financial interests other than those indicated in the previous question? Yes ☐ No ☒  
If yes, provide details:
11. Do you foresee any possible conflict between your present work, financial investments, business transactions or any other activity which would be incompatible with the proper discharge of your official duties or hinder you from effectively carrying out the duties for which you have been appointed? Yes ☐ No ☒
12. Are any members of your family employed by the City and County of Honolulu or any attached agency? Yes ☐ No ☒ If yes, please specify the department and division:
13. Are there any incidents in your past that may jeopardize your nomination  
Yes ☐ No ☒

14. Have you ever been convicted of a felony? If yes, provide details:

No

15. Education:

Masters of Science in Counseling, San Francisco State University, San Francisco, CA

Bachelor of Arts Degree, Fresno State University, Fresno, CA

Associate of Arts Degree, Fresno City College, Fresno, CA

16. Provide a summary of major work experience for the last ten (10) years. Begin with your present job including military (attach additional sheets if necessary or resume):

Retired Human Resources Executive and College Instructor -- see attached resume --

responsible for management of HR Departments in various industries including EEO/AA  
legal compliance, salary administration, benefits, safety, payroll and investigations

17. Community activities, etc. (also list any service on any other board or commission Federal, State or County):

AAUW, Hawaii -- Vice Chair of Public Policy Committee

AAUW, Honolulu -- Leadership Committee, WorkSmart Trainer, Board of Directors

P.E.O. International -- various positions in local chapter

18. Have you ever been a member of a board or commission with the City and County of Honolulu?

Yes ☐ No ☒ If yes, provide name(s) of board/commission:

19. Will you be able to commit to the full term of this appointment? Yes ☒ No ☐

20. Will you be able to commit to meeting dates and times? Yes ☒ No ☐

21. Are you regularly away from Honolulu? Yes ☐ No ☒ If yes, please explain:

Some personal travel and some visits to grandchildren on US Mainland

22. Are you willing to make a confidential financial disclosure to the city Ethics Commission upon appointment and yearly thereafter? Yes ☒ No ☐

23. What do you understand to be the prime duties of your county appointment?

To provide expertise and consultation to the Mayor on matters pertaining to women's  
issues and equality within the City and County of Honolulu; to assume responsibility for  
special projects and/or initiatives assignment to the Commission.

The above statements made by me are true, complete, and correct to the best of my knowledge and belief and are made in good faith.

B. M. M.

(Signature)

1 Dec 2017

(Date)

*The completed form and any attachment(s) will be posted by the City Clerk and available on the City's DocuShare Website.*

Office of the City Clerk  
CITY AND COUNTY OF HONOLULU  
STATE OF HAWAII

## Voter Certificate

I, Glen I. Takahashi, City Clerk of the City & County of Honolulu, State of Hawaii do hereby certify that,

**BEVERLY M.C. MUNSON**

a resident of the City and County of Honolulu, State of Hawaii is a duly registered elector (voter) of

Precinct, 03, Representative District, 43 State of Hawaii


Voter ID No: 1541812 Registration Date: 06/29/2004

Date of Birth: [REDACTED]

In Witness Whereof, I have hereunto set my hand and caused the Seal of the City and County of Honolulu to be affixed on January 10, 2018.

Signature Block

\_\_\_\_\_  
Signature of Elector

  
\_\_\_\_\_  
Glen I. Takahashi, City Clerk  
City and County of Honolulu  
State of Hawaii